

OFFICE OF THE GOVERNOR  
ADMINISTRATION  
INTERGOVERNMENTAL AND EXTERNAL RELATIONS

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.


The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

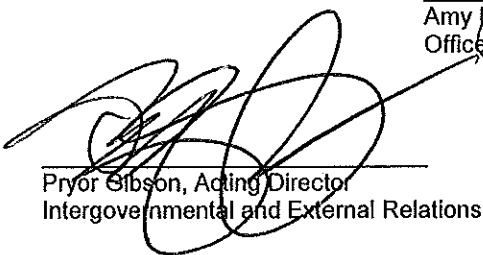
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

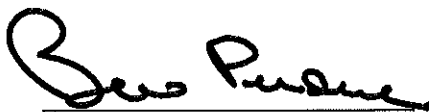
APPROVAL RECOMMENDED

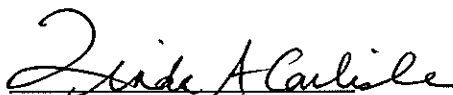
  
Amy Blinson, Chief Records Officer  
Office of the Governor

  
Pryor Gibson, Acting Director  
Intergovernmental and External Relations

  
Sarah E. Koonts, Director  
Division of Archives and History

APPROVED

  
Beverly Eaves Perdue  
Governor

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 123. OFFICE ADMINISTRATION FILE.** Records in paper and electronic formats, including e-mail, concerning the organization and daily operation of the agency. File includes correspondence, memoranda, directives, guidelines, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records, for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 21903. COUNCIL OF STATE GOVERNMENTS FILE.** Records in paper and electronic formats, including e-mail, concerning the Council of State Governments. File includes correspondence, meeting notes, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer function and records to Office of the Governor, Administration, Legislative Affairs.

**ITEM 21904. NATIONAL GOVERNORS ASSOCIATION (NGA) FILE.** Records in paper and electronic formats, including e-mail, concerning the committees and task forces, general information and meetings of the National Governors Association (NGA). File includes agendas, correspondence, news letters, meeting notes, handouts, policies, travel arrangements and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues, including travel arrangements when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 21905. NATIONAL GOVERNORS ASSOCIATION (NGA) GENERAL FILE.** Records in paper and electronic formats, including e-mail, concerning the National Governor's Association (NGA). File includes correspondence to and from the governor, policies, newsletters, and other related records.

**DISPOSITION INSTRUCTIONS:** Function and records are transferred to National Governors Association (NGA) File, (21904).

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**ITEM 21906. NATIONAL GOVERNORS ASSOCIATION (NGA) MEETINGS FILE.**

Records in paper and electronic formats, including e-mail, concerning meetings of the National Governors Association (NGA). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

DISPOSITION INSTRUCTIONS: Function and records are transferred to National Governors Association (NGA) File, (21904).

**ITEM 21907. SOUTHERN GOVERNORS' ASSOCIATION (SGA) FILE.** Records in paper and electronic formats, including e-mail, concerning the Southern Governors' Association (SGA). File includes correspondence to and from the governor, agendas, briefing papers, handouts, meeting notes, policies, travel arrangements and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues, include travel arrangements when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 21908. SOUTHERN GOVERNORS' ASSOCIATION (SGA) MEETINGS FILE.**

Records in paper and electronic formats, including e-mail, concerning meetings of the Southern Governor's Association (SGA). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

DISPOSITION INSTRUCTIONS: Function and records are transferred to Southern Governors' Association (SGA) File, (Item 21907).

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**ITEM 21910. SOUTHERN GROWTH POLICIES BOARD (SGPB) MEETINGS FILE.**

Records in paper and electronic formats, including e-mail, concerning meetings of the Southern Growth Policies Board (SGPB). File includes agendas, travel arrangements, handouts, meeting notes, briefing papers, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues, including travel arrangements, when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 21911. SOUTHERN STATES ENERGY BOARD (SSEB) FILE.** Records in paper and electronic formats, including e-mail, concerning the Southern States Energy Board (SSEB). File includes correspondence, meeting agendas, notes and handouts, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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**ITEM 44238. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning issues of particular public interest. File includes, briefings, reference copies of correspondence addressed to the Governor and members of the General Assembly, press releases, memorandums, and other related records. File also includes records concerning the Local Government Advocacy Council and interactions with state and federal agencies.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records, for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 44245. SOUTHERN GROWTH POLICIES BOARD (SGPB) GENERAL FILE.** Records in paper and electronic formats, including e-mail, concerning the Southern Growth Policies Board (SGPB). File includes correspondence to and from the governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 45951. APPALACHIAN REGIONAL COMMISSION (ARC) FILE.** Records in paper and electronic formats, including e-mail, concerning the Appalachian Regional Commission (ARC). File includes correspondence, meeting notes, reference copies of grant applications, and other related records.

**DISPOSITION INSTRUCTIONS:** Function and records are transferred to Director's Correspondence File, (Item 44238).

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**ITEM 45952. COUNTY COMMISSIONERS ASSOCIATION FILE.** Records in paper and electronic formats, including e-mail, concerning the Association of County Commissioners. File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 45953. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE.** Records in paper and electronic formats, including e-mail, concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 45954. LEAGUE OF MUNICIPALITIES FILE.** Records in paper and electronic formats, including e-mail, concerning the League of Municipalities. File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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**ITEM 48929. PRESIDENTIAL COMMUNICATIONS FILE.** Records in paper and electronic formats, including e-mail, concerning U.S. presidential communications with the state. File includes correspondence notes, reports, studies and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48380. NORTH CAROLINA-MOLDOVA BILATERAL PARTNERSHIP FILE.** Records concerning the North Carolina-Moldova Bilateral Partnership. Bilateral Partnership for Peace program begun in 1999 for cooperation and collaboration in civic, cultural, scientific, and other areas. File includes briefings, correspondence, memorandums and other related records.

**DISPOSITION INSTRUCTIONS:** Item discontinued. All records transferred to the State Records Center.

**ITEM 48381. NORTH CAROLINA-INTERNATIONAL MEETINGS FILE.** Records concerning meetings with representatives from other countries. File includes briefings, correspondence, memorandums and other related records.

**DISPOSITION INSTRUCTIONS:** Function and records are transferred to the Office of the Governor, Administration, Deputy Chief of Staff.

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EASTERN OFFICE**

**ITEM 34551. CASES FILE.** Records in paper and electronic formats, including e-mail, concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memoranda, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, when the Governor's administration ends to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 48945. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE.** Records in paper and electronic formats, including e-mail, concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48930. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the Office, and state and federal agencies concerning the administration and management of the section.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.



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NORTHEASTERN OFFICE**

**ITEM 50154. CASES FILE.** Records in paper and electronic formats, including e-mail, concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memoranda, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, when the Governor's administration ends to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 50155. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE.** Records in paper and electronic formats, including e-mail, concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 50156. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the Office, and state and federal agencies concerning the administration and management of the section.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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PIEDMONT OFFICE**

**ITEM 48931. CASES FILE .** Records in paper and electronic formats, including e-mail, concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence memoranda, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, when the Governor's administration ends to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 48932. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE.** Records in paper and electronic formats, including e-mail, concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48933. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the department, and state and federal agencies concerning the administration and management of the section.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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WASHINGTON D.C. OFFICE**

**ITEM 48934. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the department, and state and federal agencies concerning the administration and management of the section.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48935. NATIONAL GOVERNORS ASSOCIATION (NGA) FILE.** Records in paper and electronic formats, including e-mail, concerning the committees and task forces of the National Governors Association (NGA). File includes correspondence agendas, meeting notes, policies, and other related records.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48936. PRESIDENTIAL COMMUNICATIONS FILE.** Records in paper and electronic formats, including e-mail, concerning U.S. presidential communications with the state. File includes correspondence, notes, reports, studies and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48937. GOVERNOR TO GOVERNOR COMMUNICATIONS FILE.** Records in paper and electronic formats, including e-mail, concerning communications between NC Governor and Governors of other states. File includes correspondence and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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WASHINGTON D.C. OFFICE**

**ITEM 48938. NC CONGRESSIONAL DELIGATION FILE.** Records in paper and electronic formats, including e-mail, concerning communications between NC Governor and NC congressional deligation.

**DISPOSITION INSTRUCTIONS:** Transfer paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 47910. WASHINGTON D.C. OFFICE FILE.** File includes records in paper and electronic formats concerning the operations of the Washington D.C. office under the Office of the Governor. File contains reference copies of appropriation recommendations, conflict resolution cases, correspondence, including e-mail, legislative issues, and regulatory issues. This file duplicates and informs records produced by the Policy Office, Office of the Governor.

**DISPOSITION INSTRUCTIONS:** Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, not duplicated in the Policy Office, Office of the Governor to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

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WESTERN OFFICE**

**ITEM 34556. CASES FILE.** Records in paper and electronic formats, including e-mail, concerning cases administered by the office involving individuals or specific groups that have asked for the Governor's assistance in resolving a specific conflict. File includes correspondence, memorandums, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives.

**ITEM 48939. COUNCIL OF GOVERNMENTS (COGS)/REGIONALISM FILE.** Records in paper and electronic formats, including e-mail, concerning Council of Governments (COGs). File includes correspondence to and from the Governor, policies, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records for non-policy and short-term issues when reference value ends. Transfer remaining paper and electronic records, including e-mail, to the State Records Center after 2 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 48940. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the department, and state and federal agencies concerning the administration and management of the section.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of any electronic records.

**ITEM 34879. WESTERN RESIDENCE FILE.** Records in paper and electronic formats, including e-mail, concerning the use and maintenance of the Western Residence located in Asheville. File includes correspondence, maintenance logs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office maintenance logs in paper and electronic formats when administrative value ends. Transfer paper and electronic records, including e-mail, at the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Transfer appointment book when administrative value ends.